***Formulas:*** *The formulas are needed to quickly analyse the data and put it into a solution that is easy to work and enter data into. Using formulas reduces time wasting significantly and increases the time for other work to be done by the company other than the pay roll.*

***Buttons:*** *Buttons reduce time wasting when moving in between pages. This is efficient and effective.*

Web Works

***Analysing the Problem:*** *Extra staff are now employed by Web Works so an updated pay roll is needed. More money is now flowing through the company and as well as many other extra expenses. All users must be able to understand the new solution.*

***Design, Develop, Test Solution:*** *A solution is needed to be developed using excel mainly. A welcome page, pay roll, look up tables and staff graph are needed to analyse the finances of the company. Testing is needed to make sure the solution is working correctly.*